Graduation Rate Study Online

User Manual

Contents

1 Introduction

Welcome to the User Manual

Welcome to the Arizona Department of Education (ADE) *Graduation Rate Study Online User Manual.* This user manual has been developed by the ADE to provide instructions for everyone who submits the following:

■ Graduation Rate Study data

■ USDE Graduates and Completers Survey data

Beginning with the 2002 fiscal year, the updated Graduation Rate Study website allows schools, districts, and charter holders across the state to provide their graduation data online. The website provides forms where you can enter the data for each school and submit the data to the ADE.

If you have been using the standard SAIS file drop procedure for delivering other types of data to the ADE, or if you have used the file drop procedure to deliver Graduation Rate Study data in the past, you can use that procedure to upload your graduation rate data, also. The file layout and submission process have changed, so you will need to review the new requirements before submitted your data.

Training Goals

This user manual is designed to provide you with the skills and knowledge you need to begin using the Graduation Rate Study website. Specifically, this manual:

■ Provides you with a general understanding of how the Graduation Rate Study website is designed to collect your graduation data.

■ Explains how to use each of the website features for entering graduation data.

■ Explains the procedure for submitting graduation data, including basic troubleshooting for data errors.

User Manual

The *Graduation Rate Study Online User Manual* is designed to guide you through the use of the Graduation Rate Study website. Within each chapter, you will find the following features:

■ Screen captures provide examples of website pages.

■ Step-by-step instructions take you through each procedure.

■ Key points make sure that you don't overlook critical information.

In addition, a feedback page gives you a method for letting us know how we can improve this manual.

This user manual does not provide instructions on how to collect your graduation data, nor does it explain each of the graduation codes. Before you can enter and submit your graduation rate counts, we recommend that you take advantage of the following tools available at the Research and Development Division area of the ADE website at:

http://www.ade.az.gov/researchpolicy/gradrate/

- *Graduation Rate Study Codes Description* manual provides detailed code descriptions and gives student examples for using the codes. This manual can be viewed, downloaded, and printed.
- *Graduation Rate Worksheet* is a Microsoft Excel spreadsheet designed to help you collect graduation information before you sit down to use the Graduation Rate website.

We recommend that you use these tools before you begin using the Graduation Rate Study website.

In addition, the Regional Training Centers (RTCs) offer a training course for the Graduation Rate Study website and can provide you with one-on-one assistance if you have problems submitting your Graduation Rate Study data. You can locate your RTC from the ADE website at:

http://www.ade.az.gov/rtc/

Changes Overview

If you have used the Graduation Rate Study website in the past to submit Graduation Rate counts, you will notice many changes and enhancements to the website. We have made these changes based on your feedback, and have redesigned the website to make it easier for you to enter and track your Graduation Rate Study data submissions.

The following table identifies the major changes to the Graduation Rate Study website:

Revision Descriptions

1   **Data is organized and collected by cohort (graduating) class.**

In the past, Graduation Rate Study data was collected by fiscal year. Starting with 2002, the four year graduation outcomes and fifth year adjustments are organized and reported by cohort (graduating) class.

2   **You may report data about more than one cohort class during each reporting period.**

During each reporting period, you will report data about one cohort class's four year outcomes, and you may update a previous class's information by entering fifth year adjustments, as necessary.

3   **You are required to provide contact information, including an email address, before you can submit Graduation Rate Study data.**

We will show you the contact information that is associated with your SAIS logon ID. We now require an email address so that we can send you email notifications about your Graduation Rate Study data and deadlines.

4	**We have reduced the number of pages used for data input to make the data entry process easier.**
	We now allow you to enter counts in the summary grid page instead of requiring you to open a separate data entry page for each Graduation Rate Study code.
5	**We have streamlined the submission process.**
	We automatically submit valid Graduation Rate Study data for each school once the validation process is complete. You no longer have to check other menu options to see if your data has been submitted.
6	**We have changed the file layout and submission process for your Graduation Rate Study file uploads.**
	If your school or district has uploaded files with your Graduation Rate Study data, you will need to change the file layout and upload the file from a new location. As an aid, we have created a tool that will let you review file uploads for each year.
	For more information, see "*File Upload Submissions*" on page 39.

Data Reporting Overview

Use the following general procedure to report Graduation Rate Study data for your organization using the Graduation Rate Study website:

Step 1: Collect and prepare the Graduation Rate Study data for each school.

> You can use the *Graduation Rate Worksheet* and the *Graduation Rate Study Codes Description* manual to help you prepare your data. For more information, see "*Data Preparation Resources*" on page 4.

Step 2: Access the Graduation Rate Study website from the SAIS APPLICATION ACCESS MENU through the Common Logon at:

> https://www.ade.az.gov/commonlogon/

Step 3: Enter all of the graduation data for a school.

> Graduation data is entered for one school at a time.

Step 4: If your graduation data contains errors, review and correct your errors until the school data is valid.

> If your school's data does not contain errors, it is automatically submitted to the ADE after validation is completed.

Step 5: Repeat **Step 3** through **Step 4** for each school.

This manual provides instructions for completing **Step 2** through **Step 5** in this procedure.

Cohort Class

In the past, Graduation Rate Study data was collected by fiscal year. Starting with 2002, the four year graduation outcomes and fifth year adjustments are organized and reported by cohort (graduating) class. We have made this change so that the data collection process matches the way you already organize your student data.

A student is assigned to a cohort class based on the year that student was a first-time ninth grader at any school. A student's cohort class membership never changes, even if the student does not graduate with their class.

> The *Graduation Rate Codes Description Manual* provides information about cohort classes and assigning students to the correct cohort class. For more information, see "*Data Preparation Resources*" on page 4.

Graduation Code Categories

Starting with the 2002 Graduation Rate Study reporting period, you are asked to report each cohort class separately, and for each cohort class, you are asked to report the following data separately:

- **4 Year (Graduation Outcomes)** – Counts that define the size of the cohort class and report the outcome for each student in the class at the end of four years of high school.
- **5 Year (Graduation Adjustments)** – Counts that allow you to report the graduation of students after five years of high school.

In addition to these counts, you are also required to provide counts for the USDE Graduates and Completers survey. They are the total counts of graduates during the fiscal year, without consideration of cohort class.

> *The USDE Graduates and Completers Survey counts are not based on cohort class, but on fiscal year graduation.*

The Graduation Rate Study website requires you to enter data for each of the following graduation codes in each of the following code categories.

Code Category	Code
4 Year (Graduation Outcomes)*	■ Original Enrollment
	■ Transfer In
	■ Transfer Out
	■ Deceased
	■ Graduates
	■ Completers
	■ Still Enrolled (Course of Study)
	■ Dropped Out
	■ Status Unknown
	■ GED Recipient
5 Year (Graduation Adjustments) *	■ Still Enrolled (Course of Study)
	■ Dropped Out
	■ Status Unknown
	■ GED Recipient
USDE Completer Survey	■ Regular Diploma Recipients
	■ Completers

* *The codes shows are valid for the 2002 fiscal year. See the Graduation Rate Study Codes Description manual for information about code changes starting with the 2006 cohort class.*

> Detailed explanations for these codes are available in the *Graduation Rate Study Codes Description* manual. For more information, see "*Data Preparation Resources*" on page 4.

Graduation Rate Study Website Overview

The Graduation Rate Study website is available from the ADE Common Logon Application Access Menu.

Accessing the Graduation Rate Study Website

To access the Graduation Rate Study website:

Step 1: Logon to the ADE COMMON LOGON page at:

https://www.ade.az.gov/commonlogon/

The SAIS APPLICATION ACCESS MENU displays.

Step 2: Click GRADUATION RATE STUDY.

The Graduation Rate Study website displays the CONTACT REVIEW page.

Screen 2: *An example of the Contact Review page showing that there is no Graduation Rate Study contact information on file for this user.*

The top of the page provides you with access to several administrative and support functions:

Name	Description
Page Name	Each page displays a unique name that identifies the purpose of the page.
Organization Name	The name of your organization (school, district, or charter holder) appears at the top of the page.
Code Description	Provides a link to the online version of the *Graduation Rate Study Codes Description* manual.
User Manual	Provides a link to the online version of this manual.
Glossary	Provides access to a brief code description glossary.
Common Logon Menu	Provides access to the SAIS Common Logon menu.
Logout	Logs you out of the Graduation Rate Study website and the SAIS COMMON LOGON area of the ADE website.
Feedback or Questions	Allows you to submit an email with a question, problem or other feedback to the ADE about the Graduation Rate Study website.
	If you are having trouble using this site, do not use this feature. Instead, contact your Regional Training Center staff for assistance.

As you move deeper into this application, another navigation option appears on the top of the page.

After you display the CONTACT REVIEW page, you have the following options:

From Here You Can …

Complete your contact information	This process will be explained later in this user manual.
	For more information, see "Providing Contact Information" on page 9.
Click BACK	Return to the SAIS APPLICATION ACCESS MENU.
Click FEEDBACK OR QUESTIONS	Submit a question, feedback, or SCHOOL LIST page change to the ADE Help Desk.
Click GLOSSARY	View a page of brief code descriptions.
Click CODES DESCRIPTION	View the PDF version of the *Graduation Rate Study Codes Description* manual.
Click USER MANUAL	View the PDF version of the *Graduation Rate Study Online User Manual.*
Click LOGOUT	Logout of the Graduation Rate Study website and leave the SAIS common logon area.

Providing Contact Information

Each time you access the Graduation Rate Study website, you are asked to update your contact information. We use this information to send you email messages about the status of your school's graduation rate data.

The CONTACT REVIEW page displays the current contact information available in your Common Logon user profile. After reviewing this information, you have the following choices:

■ You can use the same information for your Graduation Rate Study contact information as your Common Logon user profile.

■ You can update your Graduation Rate Study contact information to be different from your Common Logon user profile.

At this time, we are not able to update your Common Logon user profile information from the Graduation Rate Study contact information. If you notice that your Common Logon user profile needs to be updated, you must update that separately.

You must provide a valid email address as part of your contact information.

To update your Graduation Rate Study contact information:

Step 1: Make sure that the GRADUATION RATE STUDY CONTACT REVIEW page is visible.

For more information, see "*Accessing the Graduation Rate Study* Website " on page 7.

Screen 3: *An example of the Graduation Rate Study Contact Review page showing no Graduation Rate Study user contact information.*

Step 2: Review the contact information from your Common Logon user profile (on the left).

Step 3: Review the current contact information for the Graduation Rate Study (on the right).

Step 4: If you want to make changes to your Graduation Rate Study contact information, type the changes and click UPDATE.

OR

If there is no Graduation Rate Study contact information, type your contact information and click UPDATE.

Screen 4: *An example of the Contact Review page with updated user contact information.*

Step 5: When your Graduation Rate Study contact information is correct, click on the words "CLICK HERE."

> Primary Email is a required field. You cannot leave this page without providing an email address in your Graduation Rate Study contact information.

The website displays the appropriate school list, based on your Common Logon user profile.

Screen 5: *An example School List page for a district user that has only one high school in its district and has not submitted any data during 2002t.*

Exiting the Graduation Rate Study Website

At any time, you can leave the Graduation Rate Study website and return to the SAIS Application Access Menu.

To leave the Graduation Rate Study website:

Step 1: Click LOGOUT.

You leave the Graduation Rate Study website and return to the COMMON LOGON page

2 Your School List

School List Access

Your primary working page within the Graduation Rate Study website is the SCHOOL LIST page. This page allows you to add and edit data for each school associated with your organization.

The GRADUATION RATE STUDY SCHOOL LIST page is customized for each user, displaying a list of one or more schools that appear in your Common Logon user profile.

Based on your user category, you can expect to see the following schools on your SCHOOL LIST page:

You are a…	You have access to…
School user	Your school.
District user	The schools in your district, including public schools and any district sponsored charter schools.
Charter holder	The schools associated with your charter.

The SCHOOL LIST page has been further customized to only show the schools that are expected to submit Graduation Rate Study data.

To display your SCHOOL LIST page:

Step 1: Logon to the ADE COMMON LOGON page (as necessary).

Step 2: Select GRADUATION RATE STUDY from the SAIS APPLICATION ACCESS MENU (as necessary).

Step 3: To accept your current Graduation Rate Study contact information, click the words "CLICK HERE."

> If you need to update your contact information, see "*Providing Contact Information*" on page 9.

The Graduation Rate Study website displays the SCHOOL LIST page with the appropriate schools based on your Common Logon user profile.

Screen 6: *An example of the School List page for a district user with only one school expected to submit Graduation Rate Study data, showing no data has been submitted for cohort class of 2002.*

School List Page Components

For each school on your list, you will see the following information:

Name	Description
CTDS	Each school is sorted by CTDS in ascending order.
School Name	The full school name.
Data Submission Status	These columns provide you with detailed information about the submission status for each Graduation Rate Study data component, including: ■ **4 Year** - Four year graduation outcome ■ **5 Year** - Fifth year graduation adjustments ■ **USDE Survey** – USDE Graduates and Completers Survey data *The four year graduation outcomes and five year graduation adjustments are reported by cohort class. The USDE survey data is reported by fiscal year.* *For more information, see "Submission Statuses" on page 15.*
Upload a File	This option allows schools and districts that use student tracking software to prepare a file that contains their Graduation Rate Study data and submit it directly to the ADE. In the past, these schools and districts have used a different location to upload Graduation Rate Study data. Beginning with 2002, all Graduation Rate Study data file uploads must be performed from this page. *For more information, see "File Upload Submissions" on page 39.*
View File Upload Log	This option allows schools and districts that use the file upload to submit Graduation Rate Study data to view upload transactions. *For more information, see "File Transaction Log" on page 47.*

School List Page Tasks

After you display your SCHOOL LIST page, you have the following options:

From Here You Can …

View existing Graduation Rate Study data for a school for a cohort class	You can view the data components you have submitted for the current cohort class or an existing previous cohort class.
	For more information, see:
	■ "*Viewing 4 Year Data*" on page 20.
	■ "*Viewing 5 Year Data*" on page 27.
	■ "*Viewing USDE Data*" on page 36.
Add Graduation Rate Study data for a school for a cohort class	You can provide counts for data components that are due during this reporting period.
	For more information about what data can be reported during each reporting period, refer to the Research and Policy Division's Graduation Rate Study area on the ADE website at:
	http://www.ade.az.gov/researchpolicy/gradrate/
	For more information, see:
	■ "*Entering 4 Year Data*" on page 22.
	■ "*Entering 5 Year Data*" on page 29.
	■ "*Entering USDE Data*" on page 37.
Edit existing valid or invalid Graduation Rate Study data for a school for a cohort class	You can make changes to data that you have already submitted. Invalid data must be corrected before it can be submitted to the ADE. But you can also change the validated counts you have provided if you discover that they are inaccurate.
	For more information, see:
	■ "*Changing 4 Year Data*" on page 25.
	■ "*Correcting 4 Year Validation Errors*" on page 23.
	■ "*Changing Fifth Year Adjustment Data*" on page 34.
	■ "*Correcting 5 Year Validation Errors*" on page 31.
View the activity log for a school for a cohort class	You can review the submission transactions for each data component and cohort class, including:
	■ Invalid data submissions
	■ Successful submissions
	For more information, see "Viewing the Activity Log" on page 18.
Request a change to the schools that appear on your school list	You can request that the ADE consider removing a school from the list, or to request that the ADE add a new school to your list.
	For more information, see "Requesting a School List Change" on page 16.
Submit a Graduation Rate Study data file to the ADE for validation	You can submit your Graduation Rate Study counts using the file upload process after you have prepared the file using the file layout requirements.
	For more information, see "Uploading a File" on page 40.

View file upload activities for your organization	You can view the history of file uploads from your organization.
	This option only works if your organization uses the file upload process to submit its Graduation Rate Study data.
	For more information, see "File Transaction Log" on page 47.
Click BACK	Return to the CONTACT REVIEW page.
Click FEEDBACK OR QUESTIONS	Submit a question, feedback, or SCHOOL LIST page change to the ADE Help Desk.
Click CODES DESCRIPTION	View the PDF version of the *Graduation Rate Study Codes Description* manual.
Click USER MANUAL	View the PDF version of the *Graduation Rate Study Online User Manual.*
Click LOGOUT	Logout of the Graduation Rate Study website and leave the SAIS common logon area.

Submission Statuses

On the SCHOOL LIST page, the data is organized by school and then by cohort class. Each cohort class has its own row on the page. Within each cohort class, each of the data components is identified with its current status, including:

■ **4 Year** – Graduation outcomes for this cohort class at the end of four years of high school.

■ **5 Year** – Fifth year adjustments to the graduation outcomes for this cohort class at the end of five years of high school.

■ **USDE Survey** – Data required by the US Department of Education for this *fiscal* year.

No Data Status

The NO DATA status means that the ADE has no data on file for this data component for this cohort class (fiscal year for USDE). There are two reasons why a data component may have this status:

■ It is too early to report this data.

■ You have not yet entered the data.

For each cohort class, you are asked to provide the four year graduation outcome counts, and the following year, you submit five year graduation adjustments to these counts to include students who graduate after five years of high school. This means that the data for each cohort class is collected over two fiscal years.

> For example, you will report your schools 4 year data for the cohort class of 2002 in the summer of 2002. You cannot report the fifth year adjustments for this class until the summer of 2003. During the summer of 2002 when you are required to report the 4 year data, the 5 year data component shows as NO DATA because it is too early to report it.

Click a data component with the NO DATA status, and the Graduation Rate Study website displays the associated data input form.

The ADE establishes a data submission open data and deadline for each cohort class. Starting with the open day, you can submit counts for a data component. If you attempt to submit data for a component before its open date, you are notified if it is too early to report this data on the input form.

> Because the 5 Year data is dependent on the 4 Year data, you must enter 5 Year data by clicking on the 4 Year data status for the cohort class.

Invalid Status

The INVALID status means that you have entered data for this data component for this cohort class, but your data contains errors. You must review the errors, correct the data, and resubmit it until all errors are resolved.

If you do a file upload submission, your data is validated when the file is submitted to the ADE. If you file contains data errors, you can use the online forms to see your errors and correct them. Or, you can choose to recreate your file and upload the new file to the ADE.

Click a data component with the INVALID status, and the Graduation Rate Study website displays the associated data input form with the submitted data and the validation error messages.

> Because the 5 Year data is dependent on the 4 Year data, you must enter 5 Year data by clicking on the 4 Year data status for the cohort class, and moving to the 5 Year data.

The ADE establishes a data submission deadline for each cohort class. Before the data submission deadline, you can correct and resubmit any data component.

> If you need to make changes to a data component after the deadline, you must contact the Research and Policy Division staff at (602) 542-5151 to obtain special permission.

Complete Status

The COMPLETE status means that you have successfully submitted valid data for this data component for this cohort class (fiscal year for USDE). You can review this data and can make changes to it until the deadline established by the ADE for this cohort class.

Click a data component with the COMPLETE status, and the Graduation Rate Study website displays the associated data input form.

- If it is before the deadline for submitting this data component, you can make changes to it. All changes must go through the validation process. If your changes cause the data to become invalid, you must correct the errors before the changes are successfully submitted to the ADE.

- If it is after the deadline for submitting this data component, you are given read-only access to the form. You cannot make any changes to the data.

> If you need to make changes to a data component after the deadline, you must contact the Research and Policy Division staff at (602) 542-5151 to obtain special permission.

Requesting a School List Change

There are several reasons why you may want to request a change to the schools that appear in your SCHOOL LIST page.

- A new school has been created and does not appear in your list.
- An existing school has been closed and will not be reporting Graduation Rate Study data.
- An existing school will no longer be graduating students, so it will no longer be reporting Graduation Rate Study data.
- A new charter has been obtained by a district, or an existing charter has moved to become part of your district, and you need to report Graduation Rate Study data.

Any time that you feel you have a valid reason for changing the schools that appear on your School List page, you can send a request to the Research and Policy Division at the ADE. They will review your request and notify you about their decision.

> If your school has a cohort class with zero membership, that is not a valid reason to remove the school from the list. For the year with zero cohort class membership, you will report zero counts.

To submit a request to change the schools on your SCHOOL LIST page:

Step 1: Display your SCHOOL LIST page.

> If you need more information, see "*School List Access*" on page 12.

The Graduation Rate Study website displays your SCHOOL LIST page.

Step 2: Click ADD OR REMOVE A SCHOOL.

The Graduation Rate Study website displays the FEEDBACK, QUESTIONS OR COMMENTS form in a new window.

Screen 7: The Feedback, Questions or Comments form.

Step 3: Complete the form.

Provide full details about the school including name and CTDS, and the reason why you want this school added to or removed from your school list.

Step 4: Click SUBMIT.

Your message is sent to the Research and Policy Division staff for review. You will be notified if additional information is needed, and informed about their decision.

Step 5: Close the form window.

Viewing the Activity Log

The ACTIVITY LOG page displays a list of user actions for each cohort class. By reviewing the ACTIVITY LOG page, you can review which users have worked on data, and the details of each data component submission.

To display the activity log for a cohort class for a selected school:

Step 1: Display your SCHOOL LIST page.
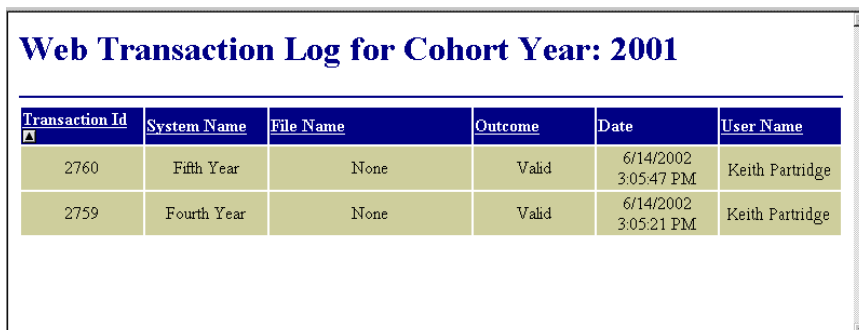
If you need more information, see "*School List Access*" on page 12.

Step 2: Scroll through your list of schools (as necessary) until the desired school is visible on the screen.

Step 3: Scroll through the cohort classes for this school (as necessary) until the desired cohort class is visible on the screen.

Step 4: Click ACTIVITY LOG.

The Graduation Rate Study website displays the ACTIVITY LOG page for the selected school and cohort year in a new window.

Web Transaction Log for Cohort Year: 2001

Transaction Id ▲	System Name	File Name	Outcome	Date	User Name
2760	Fifth Year	None	Valid	6/14/2002 3:05:47 PM	Keith Partridge
2759	Fourth Year	None	Valid	6/14/2002 3:05:21 PM	Keith Partridge

Screen 8: An example of the Activity Log page for the selected school for the 2001 cohort class showing all successful data component submissions for that cohort class.

Step 5: Review the contents of this page, scrolling (as necessary) to see all log entries.

Step 6: When you have finished viewing the log, close the window.

The Graduation Rate Study website displays the SCHOOL LIST page.

3 Submitting 4 Year Graduation Outcomes

Graduation Rate Data Overview

The Graduation Rate Study requires each high school and ungraded secondary school in Arizona to report graduation data for each cohort class. There are two data components that describe the Graduation Rate Study data for a cohort class.

- **4 Year Graduation Outcomes** – Information about the cohort class membership and the graduation outcome of each student in the class at the end of four years.
- **5 Year Graduation Adjustments** – Information about students who graduated after five years of high school.

This chapter explains how to report your four year graduation outcomes for a cohort class. The following chapter explains how to report the five year graduation adjustments for the cohort class.

> If you need more information about how the Graduation Rate Study codes are defined, or how to prepare your data, see the *Graduation Rate Codes Description* manual. For more information, see "*Data Preparation Resources*" on page 4.

Viewing 4 Year Data

The four year graduation outcomes are reported with a set of codes that accomplish two goals:

- They define the cohort class membership by ethnicity and gender.
- They define the graduation outcomes of the cohort class membership at the end of four years of high school, broken out by ethnicity and gender.

> Detailed explanations for these codes are available in the *Graduation Rate Study Codes Description* manual. For more information, see "*Data Preparation Resources*" on page 4.

On your SCHOOL LIST page, the 4 YEAR column for the cohort class row provides the current status for this data component.

To display the 4 YEAR (GRADUATION OUTCOMES) page:

Step 1:   Display your SCHOOL LIST page.

> If you need more information, see "*School List Access*" on page 12.

The Graduation Rate Study website displays your SCHOOL LIST page.

Step 2:   Scroll through your list of schools (as necessary) until the desired school is visible on the screen.

Step 3:   Scroll through the cohort classes for this school (as necessary) until the desired cohort class is visible on the screen.

Step 4:   Click the status for the 4 YEAR column for the desired cohort class.

The Graduation Rate Study website displays the 4 YEAR (GRADUATION OUTCOMES) page for the selected cohort class.

> The data that displays on the page depends on the status. For more information, see "*Submission Statuses*" on page 15.

Graduation Rate Study: 4 Year — Bagdad Unified District (130220000)

Code Description   User Manual   **?** Glossary   Return To School List   Common Logon Menu   Logout
Feedback or Questions

Bagdad High School

The data is past due. If further revisions are necessary, please contact Research & Policy to request an extension. No revisions will be accepted after 9/15/01

You are viewing counts for: Class Cohort 2001 - Four Year

Enter Counts In Cells	White (Not Hispanic) (W)		Black or African-American (Not Hispanic) (B)		Hispanic or Latino (H)		American Indian or Alaskan Native (I)		Asian or Pacific Islander (A)		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
A. Original Enrollment	58	53	32	37	38	31	29	27	13	18	170	166
+ B. Transfer In	13	17	9	7	8	11	4	7	3	5	37	47
- C. Transfer Out	11	13	4	8	9	5	6	9	1	9	31	44
- D. Deceased	1							1			1	1
= E. Class Cohort Membership	59	57	37	36	37	37	27	24	15	14	175	168
F. Graduates	54	53	34	33	35	25	25	22	13	13	160	156
Grad Rate (%)	92%	93%	92%	92%	92%	95%	93%	92%	87%	93%	91%	93%
G. Completers †	–	–	–	–	–	–	–	–	–	–	0	0
H. Attendees †	–	–	–	–	–	–	–	–	–	–	0	0
I. Still Enrolled (AIMS) †	–	–	–	–	–	–	–	–	–	–	0	0
J. Still Enrolled (C of S R)	3	2	2	1	2	1	1	1	1	1	9	6
K. Still Enrolled (Met No R) †	–	–	–	–	–	–	–	–	–	–	0	0
L. Dropouts	1	1	1	1	1	1	1	1	1		5	4
M. Status Unknowns		1										1
N. GED Recipients	1			1							1	1

† - This code not available until reporting on the class of 2006. For more information, see the Graduation Rate Codes Description Manual

Submit

Screen 9:   The 4 Year (Graduation Outcomes) page for cohort class 2001 with valid data.

Four Year (Graduation Outcomes) Page Components

The 4 YEAR (GRADUATION OUTCOMES) page consists of the following components:

Name	Description
Cohort Class Membership Codes	Rows **A** through **D** define the counts that are used to calculate the cohort class membership, broken out by ethnicity and gender. At the end of the row, the form calculates the total for each gender.
Cohort Class Membership	Row **E** contains the calculated cohort class membership, broken out by ethnicity and gender. At the end of the row, the form also calculates the total for each gender.
	The Graduation Rate Codes Description manual contains detailed information about cohort class membershi p is defined for individual student situations. For more information, see "Data Preparation Resources" on page 4.
Graduates	Row **F** contains the number of students who graduated at the end of four years, broken out by ethnicity and gender. At the end of the row, the form calculates the total for each gender.
Graduation Rate	Below row **F**, the page calculates the graduation rate as a percentage for each ethnicity and gender. At the end of the row, the form calculates the total percentage for each gender.
	The Graduation Rate Codes Description manual contains detailed information about how the graduation rate is calculated. For more information, see "Data Preparation Resources" on page 4.
Remaining Four Year Outcomes	Rows **G** through **N** identify the outcome of all students who are part of the cohort class but did not graduate at the end of four years of high school, broken out by ethnicity and gender. At the end of the row, the form calculates the total for each gender

Entering 4 Year Data

You can enter four year graduation outcome counts for a cohort class until the deadline for that cohort class.

> You can use the Graduation Rates Worksheet to help you prepare your counts before using the Graduation Rate Study website. For more information, see "*Data Preparation Resources*" on page 4.

To enter four year graduation outcomes for a cohort class:

Step 1: Display the 4 YEAR (GRADUATION OUTCOMES) page for the selected school for a cohort class.

> Before you enter any data, the data component has the NO DATA status.
>
> For more information about displaying this page, see "*Viewing 4 Year Data*" on page 20.

Step 2: Click inside the cell where you want to start entering counts.

Step 3: Type each count, using the [TAB] key to move between cells on this page.

If you want to report a count of zero, you can leave the cell blank or type a zero.

Step 4: When all code counts have been entered, click SUBMIT.

The Graduation Rate Study website performs a detailed validation on the counts you have provided.

The page you see next depends on whether there are validation errors in your data.

Step 5: If your data contains validation errors, skip to "Correcting 4 Year Validation Errors" on page 23.

Step 6: If your data doesn't contain any errors, the Graduation Rate Study website displays the 5 YEAR (GRADUATION ADJUSTMENTS) page.

For more information, see "*Viewing 5 Year Data*" on page 27.

Step 7: Click RETURN TO SCHOOL LIST.

The Graduation Rate Study website displays the SCHOOL LIST page.

Correcting 4 Year Validation Errors

The Graduation Rate Study website validates your school's four year data before submitting it to the ADE. Each time you click SUBMIT on the 4 YEAR GRADUATION OUTCOMES page, the validation process checks your counts to make sure that the data is accurate and consistent. If any errors are found, you are given an error report and the chance to fix your data.

You must fix all validation errors before the school's four year data is successfully submitted to the ADE.

Enter Counts In Cells	White (Not Hispanic) (W)		Black or African-American (Not Hispanic) (B)		Hispanic or Latino (H)		American Indian or Alaskan Native (I)		Asian or Pacific Islander (A)		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
A. Original Enrollment	58	53	32	37	38	31	29	27	13	18	170	166
+ B. Transfer In	13	17	9	7	8	11	4	7	3	5	37	47
− C. Transfer Out	11	13	4	8	9	5	6	9	1	9	31	44
− D. Deceased	1							1			1	1
= E. Class Cohort Membership	59	57	37	36	37	37	27	24	15	14	175	168
F. Graduates	54	53	34	33	35	25	25	22	13	13	160	156
Grad Rate (%)	92%	93%	92%	92%	92%	95%	93%	92%	87%	93%	91%	93%
G. Completers †	–	–	–	–	–	–	–	–	–	–	0	0
H. Attendees †	–	–	–	–	–	–	–	–	–	–	0	0
I. Still Enrolled (AIMS) †	–	–	–	–	–	–	–	–	–	–	0	0
J. Still Enrolled (C of S R)	3	2	2	1	2	1	1	1	1	1	9	6
K. Still Enrolled (Met No R) †	–	–	–	–	–	–	–	–	–	–	0	0
L. Dropouts	1	1	1	1	1	1	1	1	1		5	4
M. Status Unknowns		1										1
N. GED Recipients	1			1							1	1

Graduation Rate Study: 4 Year   Bagdad Unified District (130220000)
Code Description   User Manual   ? Glossary   Return To School List   Common Logon Menu   Logout
Feedback or Questions

Bagdad High School

There were errors while saving : scroll down for details.
You are viewing counts for : Class Cohort 2001 - Four Year

† - This code not available until reporting on the class of 2006. For more information, see the Graduation Rate Codes Description Manual

[Submit]

Errors: These errors must be resolved in order to complete the Four Year portion for the cohort class 2002

Line E (59) should = LInes F (54) + J (2) + L (1) + M (0) + N (1) ; Ethnicity:W Gender:M

Screen 10: An example of the 4 Year Graduation Outcomes page with validation error messages at the bottom.

The error messages explain what counts contain the errors.

> In this example, the error occurs when the Graduation Rate Study website calculated the counts submitted for lines F through N for white males. The total number of counts in lines F through N (the four year outcomes) doesn't equal the total number of males in the cohort class.

If you have submitted Graduation Rate Study data for your organization using the file upload process, and your data contains validation errors, you have two options for resolving your validation errors.

- You can use the online forms to review your errors and correct them.
- You can review the online error report, create a new data file, and upload the new data file.

To fix validation errors in your school's four year data:

Step 1: Display the 4 YEAR (GRADUATION OUTCOMES) page for the selected school for a cohort class.

> If you select this data component for a cohort class, it has the INVALID status.
>
> For more information about displaying this page, see "*Viewing 4 Year Data*" on page 20.

Step 2: Review the error messages at the bottom of the screen to determine which codes (rows) and ethnicity/gender (columns) contain invalid data for each ethnicity/gender column.

Step 3: Refer to your resources to determine the correct counts for the areas with errors.

Step 4: Change the counts in the appropriate individual cells.

Step 5: When you have corrected all errors, click SUBMIT.

The Graduation Rate Study website performs a detailed validation on the counts you have provided. The page you see next depends on whether there are still validation errors in your data.

Step 6: If your data still contains errors, repeat **Step 2** through **Step 6** until all errors are corrected.

When you submit data that contains no validation errors, the Graduation Rate Study website submits your four year data to the ADE.

> The status for this data component for this cohort class changes to COMPLETE.

The Graduation Rate Study website displays the 5 YEAR (GRADUATION ADJUSTMENTS) page.

Step 7: Click RETURN TO SCHOOL LIST.

The Graduation Rate Study website displays the SCHOOL LIST page. The four year data for the cohort class has the COMPLETE status

> You will learn how and when to enter five year data in the next chapter. For more information, see "*Submitting 5 Year Graduation Adjustments*" on page 27.

Changing 4 Year Data

Once you have submitted valid four year outcomes for a cohort class, there may be times when you need to change the counts. You can make changes until the deadline for the cohort class established by the Research and Policy Division.

> If you need to make changes to a data component after the deadline, you must contact the Research and Policy Division staff at (602) 542-5151.

To change the four year outcomes for a cohort class with the COMPLETE status:

Step 1: Display the 4 YEAR (GRADUATION OUTCOMES) page for the selected school for a cohort class.

> For more information about displaying this page, see "*Viewing 4 Year Data*" on page 20.

Step 2: Click inside a cell for a code in any appropriate ethnicity/gender combination with a count that you want to change.

Step 3: Type the new count.

> Press [TAB] to move between cells.

Step 4: Repeat **Step 2** through **Step 3** for each count you want to change.

Step 5: When all code counts have been entered, click SUBMIT.

The Graduation Rate Study website performs a detailed validation on the counts you have provided.

> If your data contains validation errors, you must correct these errors before your updated counts are submitted to the ADE. For more information, see "Correcting 4 Year Validation Errors" on page 23.

When you submit data that contains no validation errors, the Graduation Rate Study website submits your data to the ADE.

> The status for this data component for this cohort class is COMPLETE.

The Graduation Rate Study website displays the 5 YEAR (GRADUATION ADJUSTMENTS) page.

Step 6: Click RETURN TO SCHOOL LIST.

The Graduation Rate Study website displays the SCHOOL LIST page. The four year data for the cohort class has the COMPLETE status.

> You will learn how and when to enter five year data in the next chapter. For more information, see "*Submitting 5 Year Graduation Adjustments*" on page 27.

> If you change the 4 year outcome counts for a cohort class that already had 5 year data reported, the 5 year counts must be validated again. You will notice that the status for the fifth year data component now is INVALID. You must manually resubmit the five year data for validation.

4 Submitting 5 Year Graduation Adjustments

5 Year Adjustments Overview

For each cohort class, the Graduation Rate Study collects information about the graduation success of the student at the end of four years, with an adjustment at the end of five years of high school. In the 5 Year data, you have the opportunity to report the number of students who have graduated or received a GED while completing a fifth year of high school.

At the end of four years, you report the counts for students that are expected to return for a fifth year of high school. During the fifth year, you may find:

- Students who had previously dropped out or had a status unknown come back to school to finish their graduation requirements.
- Student who had said they were returning for a fifth year have changed their minds, or have transferred to a different school.

As a result, you may need to update the four year graduation outcomes to reflect what really happened during the fifth year of high school. The total number of students that you can report as fifth year graduates for each ethnicity and gender is limited by the number of students you reported as Still Enrolled at the end of four years.

Viewing 5 Year Data

The five year graduation adjustments are reported with a set of codes that accomplish two goals:

- They identify the cohort class members who completed graduation requirements during a fifth year of high school, broken out by ethnicity and gender, and based on the number of students who were still enrolled at the end of four years.
- They identify fifth year students who elect to complete GED requirements instead of completing graduation requirements.

Detailed explanations for these codes are available in the *Graduation Rate Study Codes Description* manual. For more information, see "*Data Preparation Resources*" on page 4.

On your SCHOOL LIST page, the 4 YEAR column for the cohort class row provides the current status for this data component.

To display the 5 YEAR (GRADUATION ADJUSTMENTS) page:

Step 1: Display your SCHOOL LIST page.

> If you need more information, see "*School List Access*" on page 12.

The Graduation Rate Study website displays your SCHOOL LIST page.

Step 2: Scroll through your list of schools (as necessary) until the desired school is visible on the screen.

Step 3: Scroll through the cohort classes for this school (as necessary) until the desired cohort class is visible on the screen.

Step 4: Click the status for the 4 YEAR column for the desired cohort class.

> The fifth year data can only be accessed through the four year data, and only after the four year data has been successfully submitted.

The Graduation Rate Study website displays the FOUR YEAR (GRADUATION OUTCOMES) page for the selected cohort class.

Step 5: Scroll through the page to display the SUBMIT button.

Step 6: Click SUBMIT.

The Graduation Rate Study website displays the 5 YEAR (GRADUATION OUTCOMES) page for the selected cohort class.

> The data that displays on the page depends on the status. For more information, see "*Submission Statuses*" on page 15.

Screen 11: The 5 Year (Graduation Adjustments) page for cohort class 2001 with no data.

The 5 YEAR (GRADUATION ADJUSTMENTS) page consists of the following components:

Name	Description
5 Year (Graduation Adjustments)	Rows **O** through **T** contain the counts for students who have either met graduation requirements or received a GED during their fifth year of high school, broken out by ethnicity and gender. At the end of the row, the form calculates the total for each gender.

Entering 5 Year Data

You can enter the five year graduation adjustment counts for a cohort class within these parameters:

- You can enter five year data after you have successfully entered four year data.
- You can enter five year data after the cohort class has finished its fifth year of high school.
- You can enter five year data until the submission deadline for the cohort class established by the Research and Policy Division of the ADE.

> The Graduation Rate Codes Description manual explains the deadlines for each cohort class. For more information, see "*Data Preparation Resources*" on page 4.

To enter five year graduation adjustments for a cohort class:

Step 1: Display the 4 YEAR (GRADUATION OUTCOMES) page for the selected school for the desired cohort class.

> Before you enter any data, the associated five year data component has the NO DATA status.
>
> For more information about displaying this page, see "*Viewing 4 Year Data*" on page 20.

Step 2: Make any necessary changes to the cohort class membership codes, or the four year graduation outcome codes.

> For more information, see "*Changing 4 Year Data*" on page 25.

Step 3: Click SUBMIT.

Step 4: Correct any validation errors in the four year data (as necessary).

> You cannot move to the five year data until the four year data is validated and all errors are corrected. For more information, see "*Correcting 4 Year Validation Errors*" on page 23.

The Graduation Rate Study website displays the 5 YEAR (GRADUATION ADJUSTMENTS) page.

Step 5: Click inside the cell where you want to start entering counts.

Step 6: Type each count, using [TAB] to move between cells on this page.

> If you want to report a count of zero, you can leave the cell blank or type a zero.

Step 7: When all code counts have been entered, click SUBMIT.

The Graduation Rate Study website performs a detailed validation on the counts you have provided.

> The page you see next depends on whether there are validation errors in your data.

Step 8: If your data contains validation errors, skip to "*Correcting 5 Year Validation Errors*" on page 31.

Step 9: If your data doesn't contain any errors, the Graduation Rate Study website displays the DATA SUMMARY GRID page.

> For more information, see "*Data Summary Grid*" on page 32.

Correcting 5 Year Validation Errors

The Graduation Rate Study website validates your school's five year data before submitting it to the ADE. Each time you click SUBMIT on the 5 YEAR GRADUATION OUTCOMES page, the validation process checks your counts to make sure that the data is accurate and consistent. If any errors are found, you are given an error report and the chance to fix your data.

> You must fix all validation errors before the school's five year data is successfully submitted to the ADE.

Screen 12: An example of the 5 Year (Graduation Adjustments) page with validation error messages at the bottom.

The error message explains what counts contain the errors.

> In this example, the error occurs when the Graduation Rate Study website calculated the counts submitted for line **J** (Still Enrolled (Course of Study)) and line **P** (Fifth Year Graduate – Still Enrolled (Course of Study)) for white males. You cannot report more graduates in line **P** than you reported were returning for a fifth year of high school for this reason in line **F**.

If you have submitted Graduation Rate Study data for your organization using the file upload process, and your data contains validation errors, you have two options for resolving your validation errors.

- You can use the online forms to review your errors and correct them.
- You can review the online error report, create a new data file, and upload the new data file.

To fix validation errors in your school's four year data:

Step 1: Display the 5 YEAR (GRADUATION ADJUSTMENTS) page for the selected school for a cohort class.

> The five year data component for this cohort class has the INVALID status.
>
> For more information about this, see "*Viewing 5 Year Data*" on page 27.

Step 2: Review the error messages at the bottom of the screen to determine which codes (rows) and ethnicity/gender (columns) contain invalid data for each ethnicity/gender column.

Step 3: Refer to your resources to determine the correct counts for the areas with errors.

> If you also need to make changes to the four year data for this cohort class, you must also complete the instructions at "*Changing 4 Year Data*" on page 25.

Step 4: Change the counts in the appropriate individual cells.

Step 5: When you have corrected all errors, click SUBMIT.

The Graduation Rate Study website performs a detailed validation on the counts you have provided. The page you see next depends on whether there are still validation errors in your data.

Step 6: If your data still contains errors, repeat **Step 2** through **Step 5** until all errors are corrected.

When you submit data that contains no validation errors, the Graduation Rate Study website submits your five year data to the ADE.

> The status for this data component for this cohort class changes to COMPLETE.

The Graduation Rate Study website displays the DATA SUMMARY GRID page.

Data Summary Grid

When both the four year and five year counts have been successfully submitted for a cohort class, the Graduation Rate Study website provides you with a summary of graduation data for this class on the DATA SUMMARY GRID page.

Screen 13: An example of the Data Summary Grid page showing Graduation Rate Summary data for cohort class of 2001.

Data Summary Grid Page Components

The DATA SUMMARY GRID page provides the following information:

Name	Description
Class Cohort Membership	The line **E** total from the four year page, broken out by ethnicity and gender, with gender totals at the end of the row.
Fourth Year Graduates	The line **F** total from the four year page, broken out by ethnicity and gender, with gender totals at the end of the row.
Four Year Graduation Rate	The calculated graduation rate at the end of four year from the four year page, broken out by ethnicity and gender, with gender graduation rates at the end of the row.
Fifth Year Graduates	The sum of lines **O** through **S** reporting fifth year graduates from the five year page, broken out by ethnicity and gender, with gender totals at the end of the row.
Five Year Graduation Rate	The calculated graduation rate at the end of five years broken out by ethnicity and gender, with gender graduation rates at the end of the row.
Total Class Membership	The total cohort class membership for all ethnicities and genders.
Four Year Graduates	The total graduates count for this cohort class for all ethnicities and genders.
Four Year Graduates (Rate)	The calculated graduation rate for this cohort class for all ethnicities and genders.
Five Year Graduates	The total graduates count for this cohort class for all ethnicities and genders.

Name	Description
Five Year Graduates (Rate)	The calculated graduation rate for this cohort class for all ethnicities and genders.

Data Summary Grid Page Tasks

After you review the contents of the DATA SUMMARY GRID, you have the following options:

From Here You Can …

Print this school's Graduation Rate Study data for this cohort class.	Use your browser print capabilities to make a copy of this data summary page for your files.
Click RETURN TO SCHOOL LIST	Return to the SCHOOL LIST page.
Click FEEDBACK OR QUESTIONS	Submit a question, feedback, or SCHOOL LIST page change to the ADE Help Desk.
Click CODES DESCRIPTION	View the PDF version of the *Graduation Rate Study Codes Description* manual.
Click USER MANUAL	View the PDF version of the *Graduation Rate Study Online User Manual.*
Click LOGOUT	Logout of the Graduation Rate Study website and leave the SAIS common logon area.

Changing Fifth Year Adjustment Data

Once you have submitted valid five year outcomes for a cohort class, there may be times when you need to change the counts. You can make changes until the deadline for the cohort class established by the Research and Policy Division.

> If you need to make changes to a data component after the deadline, you must contact the Research and Policy Division staff at (602) 542-5151.

If you make changes to the four year data for a cohort class after you have successfully submitted five year data, you must resubmit the five year data. The five year data is validated based on the counts you provide for the four year data, so if you change the four year data, the five year data must be resubmitted.

To change the five year adjustments for a cohort class with the COMPLETE status:

Step 1: Display the 5 YEAR (GRADUATION ADJUSTMENTS) page for the selected school for a cohort class.

> For more information about this, see "*Viewing 5 Year Data*" on page 27.

Step 2: Click inside a cell for a code in any appropriate ethnicity/gender combination with a count that you want to change.

Step 3: Type the new count.

> Press [TAB] to move between cells.

Step 4: Repeat **Step 2** through **Step 3** for each count you want to change.

Step 5: When all code counts have been entered, click SUBMIT.

The Graduation Rate Study website performs a detailed validation on the counts you have provided.

If your data contains validation errors, you must correct these errors before your updated counts are submitted to the ADE. For more information, see "*Correcting 5 Year Validation Errors*" on page 31.

When you submit data that contains no validation errors, the Graduation Rate Study website submits your data to the ADE.

The status for this data component for this cohort class is COMPLETE.

The Graduation Rate Study website displays the DATA SUMMARY GRID page.

Step 6: Click RETURN TO SCHOOL LIST.

The Graduation Rate Study website displays the SCHOOL LIST page. The five year data for the cohort class has the COMPLETE status.

5 Submitting USDE Survey Data

USDE Data Overview

The US Department of Education (USDE) requires each school to submit graduation counts each fiscal year. Because this information is closely related to the Graduation Rate Study data, the ADE collects both types of information together.

Unlike the Graduation Rate Study data that is organized and reported by cohort class, the USDE survey data is collected for a fiscal year.

> If you need more information about how the USDE Graduates and Completers Survey codes are defined, or how to prepare your data, see the *Graduation Rate Codes Description* manual. For more information, see "*Data Preparation Resources*" on page 4.

Viewing USDE Data

The USDE data is reported with a set of codes that define the number of students who have graduated or completed high school during a fiscal year. On your SCHOOL LIST page, the USDE SURVEY column for the cohort class row provides the current status for this data component.

> Even though the USDE Survey columns uses the cohort class years identified for the Graduation Rate Study data, remember that for this column, the years are fiscal years instead of cohort class years.

To display the USDE SURVEY data page:

Step 1: Display your SCHOOL LIST page.

> If you need more information, see "*School List Access*" on page 12.

The Graduation Rate Study website displays your SCHOOL LIST page.

Step 2: Scroll through your list of schools (as necessary) until the desired school is visible on the screen.

Step 3: Scroll through the years for this school (as necessary) until the desired year is visible on the screen.

> Remember, for the USDE SURVEY data, this is the fiscal year and not the cohort class.

Step 4: Click on the status for the USDE SURVEY column for the desired year.

The Graduation Rate Study website displays the USDE SURVEY page for the selected year.

> The data that displays on the page depends on the USDE Survey status for this year. For more information, see "*Submission Statuses*" on page 15.

Screen 14: An example of the USDE page for the cohort class of 2001.

Entering USDE Data

You can enter USDE counts for a fiscal year until the deadline for that fiscal year.

> For more information about submission deadlines, see "*Data Preparation Resources*" on page 4.

To enter USDE data for a fiscal year:

Step 1: Display the USDE page for the selected school for a fiscal year.

> Before you enter any data, the data component has the NO DATA status.
>
> For more information about displaying this page, see "*Viewing USDE Data*" on page 36.

Step 2: Click inside the cell where you want to start entering counts.

Step 3: Type each count, using [TAB] to move between cells on this page.

> If you want to report a count of zero, you can leave the cell blank or type a zero.

Step 4: When all code counts have been entered, click SUBMIT.

> There is no validation of USDE data.

Step 5: Click RETURN TO SCHOOL LIST.

Changing USDE Data

Once you have submitted USDE data for a fiscal year, there may be times when you need to change the counts. You can make changes until the deadline for the fiscal year established by the Research and Policy Division.

> If you need to make changes to a data component after the deadline, you must contact the Research and Policy Division staff at (602) 542-5151.

To change the four year outcomes for a cohort class with the COMPLETE status:

Step 1: Display the USDE page for the selected school for a fiscal year.

> For more information about displaying this page, see "*Viewing USDE Data*" on page 36.

Step 2: Click inside a cell for a code in any appropriate ethnicity/gender combination that has a count which you want to change.

Step 3: Type the new count.

> Press [TAB] to move between cells.

Step 4: Repeat **Step 2** through **Step 3** for each count you want to change.

Step 5: When all code counts have been entered, click SUBMIT.

Step 6: Click RETURN TO SCHOOL LIST.

6 File Upload Submissions

File Upload Overview

The Graduation Rate Study website was created to assist school districts with reporting their graduation rate data. However, if it is more convenient for you to create a file and upload it to the ADE, you may do that instead of using the data entry forms on the Graduation Rate Study website.

We have changed the file upload process. If you have submitted files in the past, you will need to review the new file layout information available on the ADE website at:

http://www.ade.az.gov/services/mis/filelayout/gradrate2002.asp

Once you have prepared your data file using the new layout, you must use the new file upload procedure.

File Validation

Each Graduation Rate Study file that you upload to the ADE goes through several validation tests, including the following.

- The file must be a text file and must be readable. A file usually only fails this test if it is corrupted.

- Before you upload a file, you are required to identify the data type (4 year, 5 year, or USDE) and the cohort class (fiscal year for USDE) that you are uploading. When the file arrives, if it contains any other data, it is rejected.

- The file must contain data in the correct layout. If you follow the file layout specifications, your files should pass this test.

- Each school must be identified by the correct CTDS in the correct format.

If your file contains invalid data, data that is inconsistent or incomplete, it cannot be submitted to the ADE. It is stored in the Graduation Rate Study website and is given the INVALID status. To successfully submit this data, you must correct the validation errors and resubmit the data. You can do this by:

- Reviewing the error messages from the FILE TRANSACTION LOG page, evaluating the problems, creating new files, and resubmitting the files.

- Reviewing the error messages from the Graduation Rate Study website, using the four year and five year pages to see the data and its errors, correct them online, and resubmitting them for validation online.

Use the procedure that is the easiest for your organization.

If you submit a file with multiple schools, it is possible that some of the school will be successfully submitted, while others have validation errors.

Uploading a File

Starting with 2002, you must create a separate file for each type of data, which means that you must upload each data component separately.

To upload your organization's data component files to the Graduation Rate Study website for processing:

Step 1: Prepare the data files using the file layout instructions.

For more information, see "*File Upload Overview*" on page 39.

Step 2: Give each file a unique name that identifies the data component, cohort class or fiscal year, and when necessary, the schools included in the file.

This file name is for your convenience only. There are no file name requirements provided by the ADE, other than the file extension, which must be .TXT. Your file name will appear in the FILE TRANSACTION LOG page to make it easier for you to track your files over time.

Step 3: Logon to the ADE COMMON LOGON page at:

https://www.ade.az.gov/commonlogon/

The SAIS APPLICATION ACCESS MENU displays.

Step 4: Click GRADUATION RATE STUDY.

The Graduation Rate Study website displays the CONTACT REVIEW page.

Screen 15: An example of the Graduation Rate Study Contact Review page showing no Graduation Rate Study user contact information.

> For more information about using the CONTACT REVIEW page, see "Providing Contact Information" on page 9.

Step 5: Review the contact information from your Common Logon user profile (on the left).

Step 6: Review the current contact information for the Graduation Rate Study (on the right).

Step 7: If you want to make changes to your Graduation Rate Study contact information, type the changes and click UPDATE.

OR

If there is no Graduation Rate Study contact information, type your contact information and click UPDATE.

Screen 16: An example of the Contact Review page with updated user contact information.

Step 8: When your Graduation Rate Study contact information is correct, click the words "CLICK HERE."

> Primary Email is a required field. You cannot leave this page without providing an email address in your Graduation Rate Study contact information.

The website displays the appropriate school list, based on your Common Logon user profile.

Screen 17: An example School List page for a district user that has only one high school in its district and has not submitted any data during 2002.

> For more information about using the SCHOOL LIST page, see "*Your School List*" on page 12.

Step 9: At the drop-down menu for the UPLOAD A FILE FOR COHORT YEAR box, select the appropriate option for the file you want to upload.

> You selection of a file type is critical for the file validation process. For more information, see "*File Validation*" on page 39.

Step 10: Click G<small>O</small>.
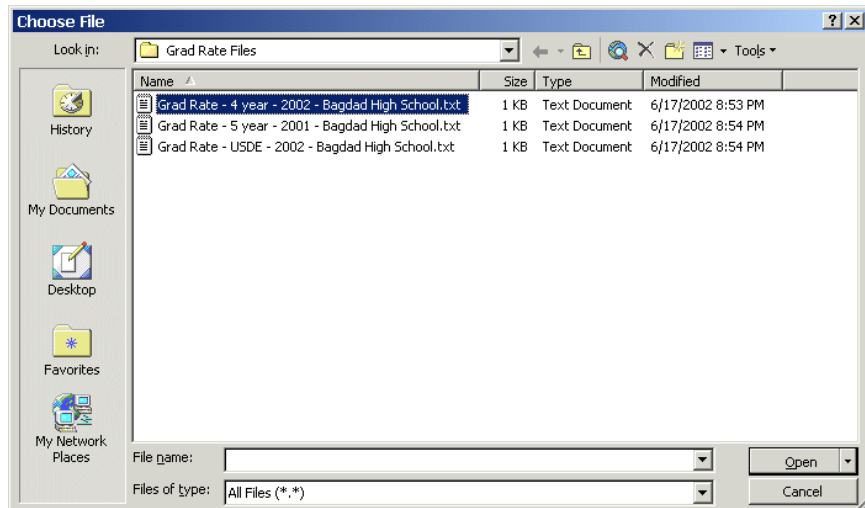
The Graduation Rate Study website displays the F<small>ILE</small> U<small>PLOAD</small> page in a new window.
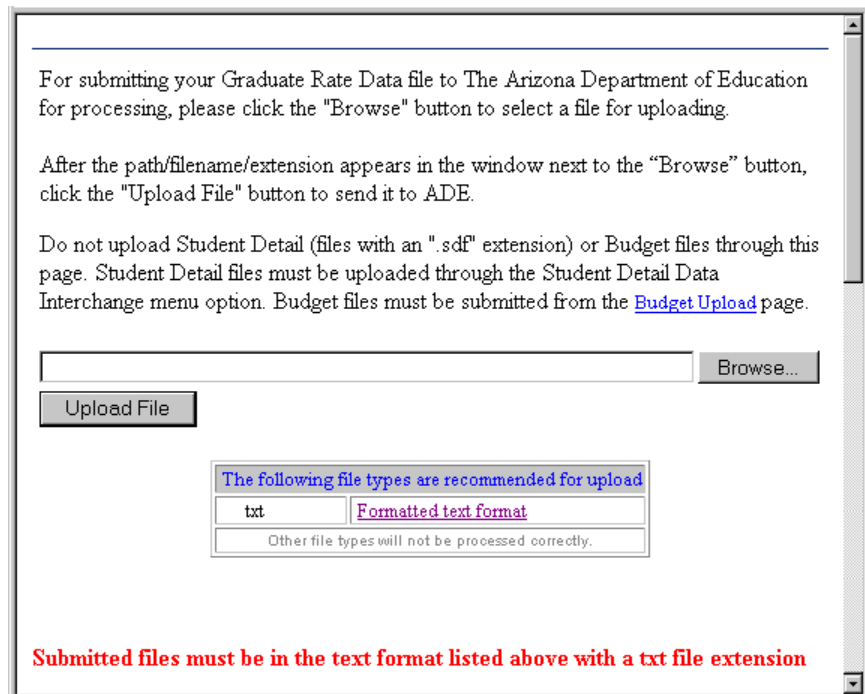
Screen 18: The File Upload page before a file has been selected for uploading.

Step 11: Click B<small>ROWSE</small>.

Your computer displays the Windows C<small>HOOSE</small> F<small>ILE</small> dialog.

Screen 19: An example of the Windows Choose File dialog showing three Graduation Rate Study files waiting to be uploaded.

Step 12: Select a file to upload and click O<small>PEN</small>.

The Graduation Rate Study website displays the F<small>ILE</small> U<small>PLOAD</small> window with the selected file visible in the file selection box.

Screen 20: An example of the File Upload page with a selected file visible.

Step 13:   Click UPLOAD FILE.

The Graduation Rate Study website uploads the file you have selected. The file goes through several tests, and the outcome of these tests is displayed next.

The Graduation Rate Study website displays the FILE TRANSACTION LOG page.

Step 14:   Repeat **Step 9** through **Step 13** for each file you have to upload.

File Transaction Log Examples

The content of the FILE TRANSACTION LOG page is determined by the outcome of your file upload.

File Transaction Log for Cohort Year: 2001

Transaction Id ▼	System Name	File Name	Outcome	Date	User Name
2780		Grad Rate - 4 year - 2002 - Bagdad High School.txt	Success	6/14/2002 3:39:45 PM	Keith Partridge
	Fourth Year	Bagdad High School	Invalid	6/14/2002 3:39:46 PM	Keith Partridge
	Fourth Year	Bagdad Vocational School	Valid	6/14/2002 3:39:48 PM	Keith Partridge

Screen 21: An example of the File Transaction Log page.

The FILE TRANSACTION LOG page generally uses at least two lines to describe each upload.

Component	Description
Transaction ID	A unique identifier for each upload performed by a user. Lines that do not have a transaction ID belong to the line above them with a transaction ID. You can sort the log by transaction ID.
System Name	The transaction ID line doesn't use the system name column. This is used on the following lines to identify the kind of data (4 year, 5 year, or USDE) that has been uploaded.
File Name	The transaction ID line uses the file name column to provide the full name of the file that was uploaded. If the file name is underlined, you can click it to display the contents of the file.
	For all other lines (data lines), the file name column contains the name of a school whose data was included in this file. Nearly every upload will have at least one school line, and if you upload a file with multiple lines, there will be a line for every school.
Outcome	The transaction ID line uses the outcome column to identify if the file was successfully uploaded (success) or if the file was rejected.
	For all other lines (data lines), the outcome identifies if the school data was valid or invalid. When the data is invalid, you can click the status to view a list of the validation errors for that school.
Date	The date and time that the user uploaded the file.
User Name	The name of the user taken from the Graduation Rate Study contact information.

The following sections describe the most common outcomes.

Successful File Upload

If your file is in the correct layout and contains valid data for all schools in the file, the data is automatically submitted to the ADE.

File Transaction Log for Cohort Year: 2001

Transaction Id ▼	System Name	File Name	Outcome	Date	User Name
2780		Grad Rate - 4 year - 2002 - Bagdad High School.txt	Success	6/14/2002 3:39:45 PM	Keith Partridge
	Fourth Year	Bagdad High School	Valid	6/14/2002 3:39:46 PM	Keith Partridge

Screen 22: An example of the File Transaction Log for a file upload with one school's data that was successfully uploaded and contained valid data.

This data component for this cohort class has been successfully submitted to the ADE. No further action is required by this organization.

Invalid Data Upload

This data component for this cohort class has not been successfully submitted to the ADE because the data contains validation errors. This organization must correct the validation errors and resubmit the data.

File Transaction Log for Cohort Year: 2001

Transaction Id ▼	System Name	File Name	Outcome	Date	User Name
2780		Grad Rate - 4 year - 2002 - Bagdad High School.txt	Success	6/14/2002 3:39:45 PM	Keith Partridge
	Fourth Year	Bagdad High School	Invalid	6/14/2002 3:39:46 PM	Keith Partridge

Screen 23: An example of the File Transaction Log for a file upload with one school's data that was successfully uploaded and contained invalid data.

The organization can use the Graduation Rate Study website forms or they can click the INVALID status to review the validation errors.

File Transaction Log for Cohort Year: 2001

Transaction Id ▼	System Name	File Name	Outcome	Date	User Name
2780		Grad Rate - 4 year - 2002 - Bagdad High School.txt	Success	6/14/2002 3:39:45 PM	Keith Partridge
	Fourth Year	Bagdad High School	Invalid	6/14/2002 3:39:46 PM	Keith Partridge
	Fourth Year	Bagdad Vocational School	Valid	6/14/2002 3:39:48 PM	Keith Partridge

Screen 24: An example of the File Transaction Log for a file upload with two school's data that was successfully uploaded. One school was successfully submitted, but the other school's data contains validation errors.

Rejected File

In the following example, the file upload was rejected because the user selected the wrong option from the drop down list prior to uploading the file.

At this point, we don't know if the file itself contains errors, or if the data is invalid. The organization must resubmit this file, being careful to select the correct option from the drop down list, before the file will be processed and the data will be evaluated.

Screen 25: An example of the File Transaction Log for a file upload that was rejected because the file didn't match the type of file the user said was being uploaded.

File Transaction Log

At any time, you can view the FILE TRANSACTION LOG page for your organization.

To display your organization's FILE TRANSACTION LOG page:

Step 1: Display your SCHOOL LIST page.

> If you need more information, see "*School List Access*" on page 12.

The Graduation Rate Study website displays your SCHOOL LIST page.

Screen 26: An example School List page for a district user that has only one high school in its district and has not submitted any data during 2002.

> For more information about using the SCHOOL LIST page, see "*Your School List*" on page 12.

Step 2: At the drop-down menu for the VIEW FILE UPLOAD LOG FOR COHORT YEAR box, select the appropriate option for the year's log you want to review.

Step 3: Click Go.

The Graduation Rate Study website displays the FILE TRANSACTION LOG page in a new window.

For more information about the contents of the File Transaction Log page, see "File Transaction Log Examples" on page 44.

Graduation Rate Study Website
User Manual
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Please help us to continually improve our service to you by letting us know how well this user manual met your needs.

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    If NO, please explain your difficulties.

2. This user manual contains accurate information.   Yes   No

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